Welcome to
“Preparing an Effective Dossier for Promotion and Tenure Review”

We will begin the Webinar at 3:30 p.m. this afternoon.
Preparing an Effective Dossier for Promotion and Tenure Review

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Preparing an Effective Dossier for Promotion and Tenure Review

Outline

I. Tenure Review
II. Promotion Review
III. Documentation
IV. Dossier Review
V. Best Practices
Tenure Review

Tenure Dossier

The dossier for tenure should include the following information:

1. Candidate’s Summary Evaluation Statement on teaching, research/scholarly activities, and professional service
2. Applicant’s identification of area of distinction, while demonstrating average or above average ability in remaining areas.
3. Chairperson’s Summary Evaluation
4. Dean’s Summary Evaluation
5. Documentary evidence of quality in: teaching, research/scholarly productivity, and service
Tenure Review

Tenure Dossier

6. Letters received by the dean from professional colleagues outside Hampton University (a minimum of two (2) letters)

7. Supporting documents from chairperson
   a. Faculty/Course evaluations for last 3 years
   b. Performance Evaluations for last 3 years

8. Other documents deemed appropriate from the chairperson and dean

9. Other appropriate documents from the candidate
Promotion Review

Dossier for Promotion

The dossier for promotion **must** include the following:

1. Candidate’s Summary Evaluation on teaching, research/scholarly activities, and service.
2. Identification of area of distinction, while demonstrating average or above average ability in the remaining areas.
3. Chairperson’s Summary Evaluation
4. Dean’s Summary Evaluation
5. Documentary Evidence of quality in: teaching, research/scholarly activities, and service
6. Supporting documents from chairs:
   a. Faculty and course evaluations for last 3 years
   b. Faculty performance evaluations for last 3 years
Documentation for Tenure and Promotion

Teaching

The following are examples of materials which might be used to document the quality of teaching:

Teaching Effectiveness

- Summaries of course and instructional evaluations
- Peer reviews
- Student awards, honors and other recognitions
- Awards, honors and commendations for excellence in teaching

Teaching Productivity

- Publications in teaching specialty
- Instructional modules, media packages, etc.
- Individual research and funded grants in teaching area
Teaching

Teaching Innovation

- New curriculum approaches
- Non-conventional instructional strategies
- Non-traditional learning experiences
Documentation for Tenure and Promotion

Research/Scholarly Productivity

The following are examples of materials which might be used to document research/scholarly activity:

- Documentation of experimental research published in refereed journals
- Documentation of reviews of research activities by colleagues in the profession
- Documentation of funding secured to conduct research

Professional Development and Funded Projects

- Identification of professional activities through publications of articles, monographs, etc.
- Identification of reviews and publications of professional articles in national and/or local refereed publications
- Identification of book reviews published
- Identification of funded grants received through individual initiative
- Leadership in professional organizations, conferences, workshops at local, state and national levels
Documentation for Tenure and Promotion

Professional Service

The following is a description of criteria and materials which might be used to document the quality of service:

- **University Service**
  - Identification of contributions to the department, School and University
  - Letters of recognition, program reviews relative to work at Hampton University
  - Identification of contributions to campus committees and to students/student organizations

- **Local/State Service**
  - Evidence of distinctive service at local and state levels
  - Recognition through leadership roles in professional organizations
  - Letters of special recognition and awards for professional service
  - Community involvement including both professional and volunteer activities
Documentation for Tenure and Promotion

- National and International Service
  - Evidence of distinctive service at national and international levels
  - Recognition through leadership roles in professional organizations at national and international levels

- Departmental and School Service
  - Evidence of commitment to department and School goals
  - Evidence of positive attitude toward student growth and development
  - Evidence of positive attitude toward colleagues, staff and administrators
  - Evidence of stewardship in the utilization of personal, financial and physical resources granted by the university
Dossier Review

- Teaching
  - Teaching Effectiveness
  - Teaching Productivity
  - Teaching Innovation

- Professional Development
  - Conferences/Workshops: Participant, Leadership Role
  - Professional Development: Study, Impact
Dossier Review

- Scholarly Productivity
  - Refereed Publications
  - Funded Proposals
  - Research Published/Developmental Stage

- Creative Productivity
  - Performance Review
  - Exhibition Review
  - Publication Review
Dossier Review

- Administration
  - Innovation Introduced
  - Distinctive Leadership
  - Distinctive/Management Supervision
Dossier Review

- Distinctive Service
  - Campus
  - Local/State
  - National/International
Best Practices in Preparing the Dossier

- Dossiers should not exceed 4 ½ inches in depth
- Entries should be limited to pertinent data documenting achievements
- Computer graphics and pictures may be used where appropriate, but should not substitute for written evidence or valid documentation
- Dossiers should be organized in a clear, concise format
- Do not include a copy of a published book
- Do not duplicate any document in the dossier
- Tenure consideration must be for the period of time at Hampton University
- Use dividers-tabs to separate sections
- Each page should be numbered and there should be a table of contents
- Give more emphasis to documenting facts, avoid lengthy narratives and explanations
Best Practices in Preparing the Dossier

- List all courses taught at Hampton University
- List all funded and non-funded research proposals/grants obtained at Hampton University
- Submit 5-7 recent (not more than 3 years) evaluations from students
- Provide faculty evaluations for the last 3-4 years
- Limit support letters from colleagues to 5
- Limit support letters from past students to 5
- Limit support letters from colleagues outside of Hampton University to 5
- Provide a complete list of refereed publications
- Provide a complete list of contributing publications
- Limit the number of personal letters of recommendation, letters should instead address the different areas of teaching, research and service
- All pages should be in plastic protectors and indexed